

PEPFAR ETHIOPIA SMALL GRANTS PROGRAM

Program Guidelines and Application Form



ETHIOPIANS AND AMERICANS

IN PARTNERSHIP TO FIGHT HIV/AIDS

PEPFAR

INTRODUCTION

Recognizing the global HIV/AIDS pandemic as one of the greatest health challenges of our time, the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) was launched in 2003 to combat global HIV/AIDS. It is the largest commitment ever by any nation for an international health initiative dedicated to a single disease.

Under the Emergency Plan, Ethiopia has received more than \$ 1.78 Billion since 2004 to support comprehensive HIV/AIDS prevention, care and treatment programs. In Ethiopia, PEPFAR is administered collaboratively by the U.S. Embassy in Addis Ababa, the U.S. Agency for International Development (USAID)/Ethiopia, the Centers for Disease Control and Prevention (CDC) Ethiopia, the U.S. Department of Defense, and Peace Corps.

HIV/AIDS IN ETHIOPIA

With a population of over 95 million, Ethiopia is the second most populous country in Sub-Saharan Africa. According to a recent national estimate, there are 671,941 people living with HIV (PLHI V) in Ethiopia (ARC, 2016). Of this population 415,622 (62%) are women and 109,133 are children under 14 years of age. The national adult prevalence is estimated to be 1.1%, with the prevalence among women age 15-49 slightly higher at 1.4% and men age 15-49 slightly lower at 0.7%. Data from the 2011 Ethiopian Demographic and Health Survey showed the prevalence is higher in urban areas (4.2 %) than in rural areas (0.6 %). Among regions HIV prevalence is highest in Gambella (6.5 %) and Addis Ababa (5.2 %). Addis Ababa, Amhara, Oromia and SNNPR account for 93.4% of the total PLHIV in the country and with a high urban prevalence: 60% of people living with HIV are in cities or towns. The number of AIDS related deaths was estimated at 24,813 during 2016 with 898,400 children orphaned or loss of one parent by AIDS.

PEPFAR ETHIOPIA SMALL GRANTS PROGRAM:

Reaching Out to Communities

One of PEPFAR Ethiopia's key priorities is expanding work with new partners, particularly non-governmental, community-based and faith-based organizations in order to extend the initiative's reach and to foster sustainability. As part of this effort, PEPFAR Ethiopia established the Small Grants Program. The program offers financial support that enables community- and faith-based organizations, as well as associations of people living with HIV, to implement small-scale projects that promote HIV/AIDS prevention, and provide care and support to PLHIV and highly vulnerable children.

APPLYING FOR A GRANT

If your organization has a project that aims to tackle HIV/AIDS at the community level by preventing further spread of HIV in priority populations, or providing critical support to those who are infected and affected, we encourage you to apply to the PEPFAR Small Grants Program. Please read the program guidelines carefully and complete the application form on pages 9–14. If you have any questions, please **phone** 0111-30-65-33 or 0111-30-65-61-52; **fax** 0111-24-24-31; or email AddisCommunityGrants@state.gov

FUNDING PRIORITIES

Through the Small Grants Program, PEPFAR Ethiopia's priority program areas include:

- HIV/AIDS Prevention for priority populations which include: adolescent girls, widowed and divorced women, and youth
- Care and Support for people living with HIV and their families
- Orphans and Vulnerable Children (OVC)

What is Prevention?

Prevention activities are those that help curb the spread of HIV and encompass a range of activities for priority populations which could include:

- Strengthening the community-to-facility referral linkage for HIV Testing and Counseling (HTC)
- Life skills training with or without commodity support

- Tackling GBV and promoting girls and women's empowerment to reduce vulnerability to HIV risk
- Peer education and promotion of youth friendly services
- The promotion of abstinence among youth and faithfulness among couples

What is Care and Support?

Care and support activities aim to improve the quality of life for people living with HIV, their families or their care-givers in a sustainable manner. Activities could include:

- Sustainable economic strengthening through microenterprise development, promotion of self-help groups and other saving and credit options for PLHIV or their care-givers
- Supporting families or households infected or affected by HIV to access health, social and nutritional services
- Strengthening referral of HIV positive people for care and treatment and other services
- Adherence follow up and tracing for treatment defaulters to support reintegration into the health system using innovative mechanisms
- Psychosocial support for people living with HIV
- Work to reduce stigma and discrimination against PLHIV through outreach efforts to various segments of local society
- Promotion of water, sanitation and hygiene to reduce infections and promote better health among PLHIV, including construction of water points, latrines etc.

What is the Orphans and Vulnerable Children (OVC) Program?

OVC programming activities aim to improve the well-being of orphans and vulnerable children and success in education in a sustainable manner. The types of activities could include:

- Work with caregivers/parents to increase the number of OVC who receive HTC services. Support linkages between identified positive cases and HIV services
- Sustainable economic strengthening through microenterprise development, promotion of self-help groups and other saving and credit options targeting OVC households

- Vocational skills trainings for older OVCs or their care-givers with linkages to potential employers to improve their livelihood
- Psychosocial support, e.g. life skills trainings, for orphans and vulnerable children targeting in school and out of school youth
- Support OVC and their families to access health, social, protection and nutritional services
- Promote gender equality to reduce vulnerability to HIV risk
- Interventions that address local barriers to education for orphan and vulnerable children
- Parenting skills training

***Please note:* Multi-faceted intervention approaches are recommended for the PLHIV and OVC programmatic areas to address different dimension of needs.

GEOGRAPHIC PRIORITIES

The HIV epidemic in Ethiopia is a highly heterogeneous one and conditions that favor HIV transmission vary dramatically across regions and over very short distances within regions. Taking into consideration these differences in HIV burden and associated factors, PEPFAR Ethiopia is prioritizing interventions in populations and geographic locations that are hardest hit by the problem and categorized as scale-up sites. Proposed projects should demonstrate how the area is affected by the epidemic, clearly identify the affected priority population, and propose sound strategies to reach this population. ***Please see attached ANNEX A for priority intervention areas.*

EVALUATION PROCESS AND CRITERIA

Who is eligible?

Local NGOs, community-based organizations (CBOs), faith-based organizations (FBOs), and associations of people living with HIV are eligible to apply for funding. It is advantageous for prospective applicants to:

1. Have prior experience implementing HIV/AIDS prevention, care and support or OVC projects;
2. Demonstrate a broad understanding of community resources;
3. Have the capacity to implement a project utilizing a well-organized financial management system.

Applicants must not be currently carrying out activities using PEPFAR funds, and should not duplicate already-existing PEPFAR-supported services in their geographic area.

What level of funding is available?

The amount of funds awarded to a single project can be up to \$25,000. Proposals exceeding \$25,000 will not be considered for funding. All project activities should be completed within a year of receiving funding. Because competition for funding is intense, only well-designed proposals will make it to the final stage of the selection process to receive funding.

How will projects be reviewed?

Your application will be reviewed by PEPFAR Ethiopia's inter-agency Technical Working Groups with specialized expertise in prevention, care and treatment, and OVC programming. Ensure your proposed project; geographic location and identified target population are in line with the PEPFAR priorities and the current national policies and strategies.

To be considered for funding each proposal must meet the requirements outlined below:

- Immediate Impact – Projects should address a real community need, and clearly demonstrate a positive community impact, either by preventing the spread of HIV/AIDS or by providing care and support services to PLHIV or by improving the well-being of orphans and vulnerable children and other people who are affected and/or infected by HIV. Be sure to apply a family-centered approach to maximize the impact of your interventions
- Significant Community Contribution and Involvement – Activities funded by the PEPFAR Small Grants program should involve a significant contribution of materials, leadership, labor or cash from the community. The proposed project should clearly describe the relationship that exists between the project implementers and the intended beneficiaries. Be sure to leverage with other actors to compliment programmatic interventions.
- Achievable and Realistic Timeframe – Projects must be within the means and skills of the community to operate, and should be completed within 12 months of the grant award. Serious consideration will be given only to groups that submit applications with realistic activities, with clear work plans, and detail budgets that can be completed in one year.
- Effective and Efficient Use of Funds – Prioritize interventions that optimize the return on investment by focusing on actions that bring immediate and sustainable change to the lives of beneficiaries. Make sure the number of beneficiaries is reasonable so that it will have a positive impact on the lives of the beneficiaries.
- Non-Profit Projects – The PEPFAR Small Grant is not intended as a venture capital fund. Although the U.S. Government’s other aid activities in Ethiopia vigorously support and encourage private enterprises and cooperative businesses, it is not the purpose of this program to give grants to entrepreneurs.
- Use of Funds for Project Only – Funds distributed under the Ambassador’s Community Grants Program cannot be used for salaries, procurement of office equipment, religious instruction, or general operating expenses.
- Possession of Legal Certificate – If required to register by Ethiopian law, applicant organizations must provide a copy of their certificate from the Charities and Societies Agency verifying that they are legally recognized by the Government of Ethiopia. Exempted groups include religious institutions, *idirs* and a few selected associations. However, it is the responsibility of the applicant to know whether government registration is required or not and to submit the necessary documentation.

2017 APPLICATION INSTRUCTIONS

Completing the Application Form

Please read the PEPFAR Small Grants Program Guidelines carefully before filling out the application form. Be sure to answer all the questions included in the application and, if necessary, use a separate sheet of paper. All applications must provide an estimated number of direct beneficiaries so please pay particular attention to Question 12 in the application.

When completing the form, applicants should:

1. Type the application.
2. Write the name of the organization and contact information on each page.
3. Answer all questions completely.
4. Use separate sheets of paper if necessary.
5. Send applications to:

Ambassador's Community Grants Program Office

U.S. Embassy

P.O. Box 1014,

Addis Ababa

Tel. (Office): 0111-30-65-33 / 0111-30-61-52

Fax: 0111-24-24-31

E-mail: AddisCommunityGrants@state.gov

APPLICATION DEADLINE AND FORMAT

The closing date for submitting completed applications is April 13, 2017. Applications received after the closing date will not be considered until the next funding cycle. Applications will be accepted in either paper or electronic format. Electronically-formatted applications may be submitted in either Microsoft Word or PDF format.

In addition to your proposal, please provide (as appropriate);

- A copy of valid registration license for your organization;
- A recent bank/financial statement;
- One or more reference/recommendation letters from previous donors or relevant local government office;
- A map showing the physical location of the project and its distance from nearest major town;
- A detailed budget breakdown;
- CVs or proof of qualifications for each key staff member.

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Application Form

Application: Starting from February 13, 2017 to April 13, 2017

All sections must be completed.

PART ONE: OVERVIEW

1. Name of applicant organization/group:

2. Project title:

3. Project overall objective

4. Brief project description:

5. Project location (Region, Woreda, Kebele and distance from the nearest large town):

6. On-site address, office location or street, telephone number, fax number and e-mail address of applicant organization/group:

7. Full name, title, address, E-mail, and telephone number of the Project Coordinator. Please provide his/her/their qualifications below or attach a resumé or CV:

PART TWO: ORGANIZATION DETAILS

8. If the organization/group is not based in Addis Ababa, please give full name, address and telephone number and an e-mail of an individual in Addis who can receive and relay messages to the organization/group. To facilitate communication, a contact person who can be reached by telephone must be listed for each applicant organization/group.

9. Please answer concisely the following questions about your organization/group:

When was it founded?

What are its goals and objectives?

How many people are members of your organization/group?

What kind of activities has the organization/group carried out in the past?

How has money been raised for the past activities?

What is the organization's/group's yearly budget?

Has the organization/group received assistance from the Ethiopian Government, foundations, non-government Organizations or any foreign donor agencies? If yes, provide a list of past donors.

Does the organization/group have a connection to a religious group or organization? If so, which one?

PART THREE: PROJECT DESCRIPTIONS

10. Please provide a description of the project proposed for Small Grants funding. Describe why the project is necessary or desirable and what benefits it will bring to the community. Please describe what steps, if any, have been completed so far on the project. Also, please provide a timetable of how you would implement the project. (continue on another page if necessary)

11. Please provide a budget either in U.S. Dollars or Ethiopian Birr. *See ANNEX B*

(a) List all materials and expenses that will be needed to complete the project. Detailed budget should be attached with the application.

(b) List all sources of funding:

The organization or local community's contribution \$

PEPFAR Small Grants Program donation \$

Other sources of financing (please specify source and amount per donor) \$

Total \$

12. (a) Project beneficiaries:

Please estimate the number of direct beneficiaries. In calculating direct beneficiaries, please make sure that you only count each person once, i.e. do not include the same person in multiple categories such as (a) and (b) or (a) and (c).

of male PLHIV receiving interventions:

of female PLHIV receiving interventions:

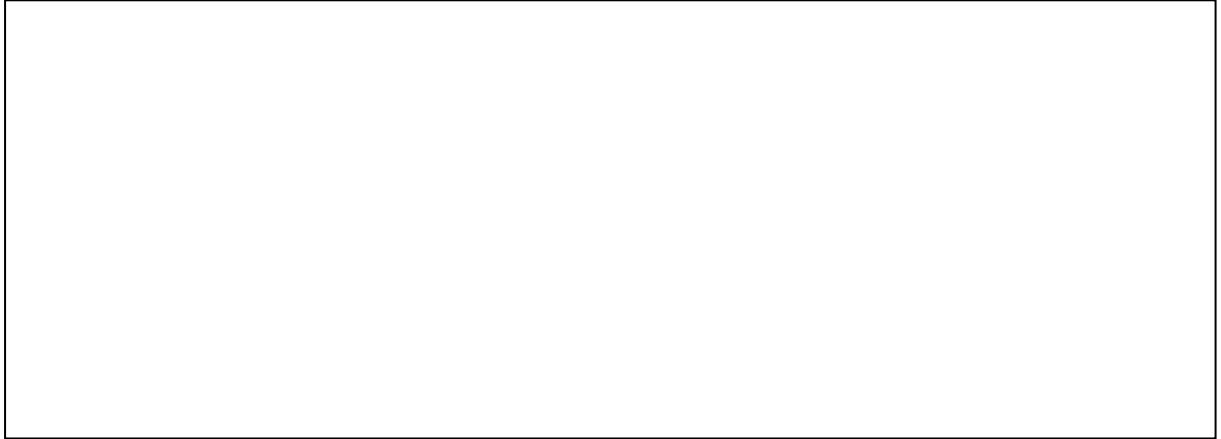
of male OVC (under 18) receiving interventions:

of female OVC (under 18) receiving interventions:

and type of priority population members (e.g., youth, women, and adolescent girls) reached with prevention messages

11. (b) Number of indirect beneficiaries assisted by the project:

These should be persons not directly receiving HIV/AIDS services, but other family or community members who will obtain some sort of benefit from the project. Please explain how the persons will indirectly benefit.



13. Please attach a map to this application. The map should have the project site marked by the nearest major landmark or town. If you are submitting the application via e-mail and cannot attach a map, please send the map to us by post.

14. Please give the mileage and detailed directions from the nearest tarmac road to the appropriate landmark or town and then on to the project site. A stranger to the area should be able to find the project site easily by asking for directions in the nearest town after leaving the main tarmac road. Please start from the nearest large town such as Addis Ababa, Mekele, Bahir Dar, Semera, Adama, Harar, Jijiga, Gambella, Asossa or Hawassa.



PART FOUR: AGREEMENT AND SIGNATURE

I/We understand that any United States Government contribution is a one-time only grant, that U.S. Embassy and Ethiopian Government representatives will have the right to inspect the progress of the project at any time, and that receipts and records are to be kept and made available for up to three years after completion of the project.

Furthermore, I/we will be responsible for transporting items purchased through the Small Grants Program from Addis Ababa to the project location.

Signature of individual requesting Small Grants Program funds

Printed name of individual requesting Small Grants Program funds

Title of requester: _____

Date of request: _____

ANNEX A: GEOGRAPHIC PRIORITIES BY PROGRAMMATIC AREA

Please see the following target geographic areas

Prevention activities should fall within the following geographic regions:

- Oromia,
- Amhara
- Southern Nations Nationalities and Peoples' Region (SNNPR), and
- Somali Region

Care and Support activity areas are:

- Oromia,
- Amhara,
- SNNPR,
- Addis Ababa,
- Dire Dawa, and
- Tigray.

Orphans and Vulnerable Children regions include:

- Oromia,
- Amhara,
- SNNPR,
- Addis Ababa,
- Somali Region
- Dire Dawa, and
- Tigray

ANNEX B

Project Detail Budget							
A	B	C	D	E	F	Source of funds	
No	Activities	Unit of Measurement	No of Units	Unit Cost	Budget cost in ETB	USG	Community contribution
1	Example: vocational training	# of individuals	20	100	2000	1500	500

Note: Grantees will be expected to justify their proposed costs upon being short-listed. Thus it would be wise to allocate costs based on competitive market prices.